

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Editor's Name  
Publisher/Journal Name  
Publisher/Journal Address  
City, State, Zip Code

Dear [Editor's Name],

I hope this message finds you well. I am writing to formally request an amendment to my author biography as it appears in [Title of the Work/Publication]. I would like to make the following changes:

- Current Biography: [Insert current biography text]
- Requested Amendment: [Insert amended biography text]

Thank you for considering my request. I appreciate your attention to this matter and look forward to your confirmation of the changes.

Sincerely,  
[Your Name]